

Tatjana Vorobjova

Project Coordinator

Westminster, CO 80021

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Hard working and active professional with 5 years of experience in freight brokerage business. Excellent interpersonal skills, and a dedicated worker with a sense of purpose. Dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve company goals. Fluent Russian and English.

Authorized to work in the US for any employer

WORK EXPERIENCE

Driver Coordinator / Customer Service

Intelliquick Delivery - Denver, CO - January 2016 to Present

Responsible for recruiting, hiring, training and motivating new independent contractors
Order and obtain MVR, background, drug test and all other paperwork needed for hiring
Assist Driver Relation Manager with various duties as needed
Manage several large accounts: quotes, schedule deliveries, invoices
Monitor all paperwork and resolve customer complains
Assist warehouse for inbound, outbound and inventory paperwork process

Project Coordinator

CCI Plumbing & Heating Inc - Lakewood, CO - 2015 to 2015

Responsible for dispatching company plumbers in a way that maximizes efficiency and ensures customer satisfaction

- Communicate with customers to diagnose customer problems related to plumbing issues
- Schedule appropriate plumbing technicians and equipment for customer needs
- Maintain records of jobs performed and hours worked by employees
- Estimate cost and prepare proposals for new jobs

Assistant Manager/Administration/Accounting

Status Transportation Corp - Winter Garden, FL - 2012 to 2015

Support manager in performing management functions such as staffing, training and expanding business plans.

- Manage logistics accounts payable via the nominated freight payment partner processes and procedures and all other channels in order to ensure accurate and timely payment of invoices.
- Manage Power-Only transportation arrangements.
- Document and resolve truck accident related issues.
- Resolve payment issues due to damages, shortages, etc.
- Maintain compliance with freight business laws and regulations.
- Maintain clear communication with company drivers

Freight Broker

LS Freight Inc - Winter Garden, FL - 2010 to 2012

- Executed rate negotiations with carriers through prospecting, qualifying and closing deals
- Managed transportation arrangements by sourcing carrier capacity for clients
- Mastered market trends and seasonality that affect freight and transportation
- Promoted the services of the company to carriers
- Converted new carrier relationships into repeat business

Room Service Server

Peabody Orlando - Orlando, FL - 2008 to 2010

- Performed set up and delivery of food and beverage orders
- Performed cash handling responsibilities in accordance with company policies and procedures
- Completed side work as deemed necessary by management to ensure the smooth operations of the department

EDUCATION

Associate in Science in Business Management

Valencia Community College - Orlando, FL
2012 to Present

Tallinn Tonismae High School - Tallinn
2000

CERTIFICATIONS/LICENSES

Notary Public of Colorado

ADDITIONAL INFORMATION

Skills

MS Word, MS Excel, MS Access, MS Power Point, Outlook

Custom application - truck equipment tracking, trailer assignments, freight operations reports